

5 STEPS TO YOUR NEXT JOB: SUMMER SCHEDULE

Dates: Monday to Friday: **July 18 to 22** or **August 15 to 19**, 2016

Time: 10:00 am to 12:00 pm, each day

Location: Job Center of Lake County, 1 N. Genesee St. Waukegan

Reserve a seat: 847.377.3439

RESEARCH

PREPARE

DOCUMENT

FIND

LAND

Meet with a career team from Lake County Workforce Development during the week!

Attend all 5 workshops to earn your 5 Step Certificate.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Testimonials from previous participants

"The most helpful parts of the series were the hands-on activities, the handouts, web links, and the variety of backgrounds and knowledge of the various presenters."

"I have no hesitation to say that your team is going above & beyond to help us. I can see that pretty soon I will land my dream job."

"I want to thank you for all your support & the knowledge you shared with us during our 5 step class. I'm happy to report I'm successfully back to full time work & off unemployment."

5 STEPS TO YOUR NEXT JOB

In this interactive workshop series, you will:

RESEARCH Monday

Align yourself with current workforce demand. Inventory your skills. Research local trends. Use online tools to determine your next job move.

PREPARE Tuesday

Set short term and long term career goals! Find free training resources and funding options to take your career to the next level. Get organized and begin.

DOCUMENT Wednesday

Fully document your knowledge, skills and experience with written tools including: applications, social media, email, letters , and resumes. Describe how you are the unique solution to fill an employer's needs.

FIND Thursday

Identify target companies. Develop an elevator speech. Practice networking techniques.

LAND Friday

Prepare for and ace your next interview! Rehearse specific responses to behavioral interview questions. Learn how to follow up after an interview and negotiate salary and benefits.